

**DEPARTMENT OF PUBLIC ADVOCACY
HUMAN SERVICES INTERN**

PURPOSE:

To allow the student intern to gain work experience in a field closely aligned with their educational discipline. The internship program will allow the intern the opportunity to gain necessary knowledge, experience, and skills in the field of Public Defense and Criminal Justice. This internship is unpaid.

The Human Services intern may perform the following duties:

1. To work with the defense team to develop a life history of the client by completing formalized social histories and other assessments including assessing the client concerning the clients' history, family history, client's background, competency, mental health, medical, education and treatment needs. This may also include interviewing relevant family and friend/acquaintances, teachers, counselors, etc.;
2. To assist with interviewing witnesses and other sources, such as the client, family members, school personnel/employer, DJJ personnel, community witnesses and other collateral contacts on the case;
3. To collect necessary records, conduct necessary interviews and research to competently conduct required assessments, identify best plans, write reports;
4. To assist Counsel in examining aspects of human behavior directly related to the legal process, such as eyewitness testimony, jury decision making or competency;
5. To provide ongoing support to family members;
6. To complete formalized social histories and other assessments, such as developmental, family, and mental health;
7. To be a resource to counsel concerning the client's history, background, competency, mental health, education and treatment needs, assessment of best dispositional options, and identification of any defenses;
8. To conduct pretrial assessments for purposes of treatment/intervention where mental illness/substance abuse addiction is present;
9. To identify potentially successful treatment/intervention plans to support conditional release for an adult/child who is otherwise expected to be detained pending trial or adjudication;

10. To identify and formulate potentially successful diversionary programs/interventions/alternative sentencing plans where client is mentally ill, suffers from substance abuse addictions;
11. To make referrals to appropriate treatment/intervention programs for clients with approval of assigned attorney and assist client in connecting with the program. Link client to necessary resources;
12. Write plans for use and possible submission by defense counsel at any state of the proceeding to persuade court or prosecutor to accept recommendation plan;
13. To offer a presence with the defense attorney in court to generally assist counsel for the client in the case proceedings;
14. To be the defense counsel's representative in conversations with other social service agencies involved with the juvenile court system, such as DJJ or DCBS;
15. To provide case recommendations and make written sentencing reports to the attorney with the goal of proposing the least restrictive alternative;
16. To develop and update a community resource list.
17. Other duties as needed.

Contact Person

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